

Role for Treasurer, CLGA

Job Description:

- Responsible for managing and maintaining the financial accounting records and bank reconciliations for the CLGA; invoicing all golf club organizations that are members of the CLGA the annual dues and tournament of champion fees and the collecting of those dues / fees; preparing of and managing of all budgets & income / expense statements; collecting of the monies and remitting of all invoices / expenses incurred for the CLGA sanctioned tournaments (i.e. City Am, Senior Am, Junior Am). This is a two year minimum term with opportunity to extend to an additional two more years.

Duties:

- Review the CLGA By-Laws to obtain an understanding of processes, responsibilities and duties for your role and other roles on the CLGA Executive.
- Attend all CLGA Executive and General Meetings. Prepare Financial Statements for the spring and fall general meetings for distribution by secretary as necessary.
- Once elected to board, make an appointment with your local TD Bank for the Treasurer, Secretary and President to attend. Take the AGM minutes from fall meeting and the document that states the newly elected executive and have the TD bank arrange for signing authority to be changed, a new debit card to be issued and changes to user ID and password for bank account.
- Obtain all bank records, invoice records and reconciliation records for annual dues etc from previous treasurer. Ensure you have contact information for previous treasurer should you need assistance.
- Prepare a working excel s/s or use an accounting program that will capture all deposits and withdrawals for the CLGA bank account. Record all transactions to this program and at the end of each month prepare a bank reconciliation report.
- At the beginning of the year, prepare a budget document to capture all expected income and operating costs / expenses for the current year for the CLGA and distribute this document to the CLGA executive prior to the spring meeting. Update this budget document with actual income and expenses through the year, keeping current at all times. Refer to the CLGA website to obtain a copy of the annual budget draft document.
- Prepare an excel document to capture all golf club organizations who will be billed for annual dues and tournament of champion dues, the total amounts billed and the total amounts received from each club. Refer to the CLGA website to obtain a copy of the listing for annual dues / T of C document.
- Prepare a budget document to capture all expected income and expense items for each of the tournaments that the CLGA sponsor (City Amateur, Senior City Amateur, Junior Amateur,

Tournament of Champions, Champs). Update these budget documents with actual income and expenses through the year, keeping current at all times. Refer to the CLGA website to obtain a copy of the tournament budget draft document.

- Sit on the City Amateur Committee as acting treasurer and may also sit on the Senior City Amateur Committee as acting treasurer. If do not sit on the committees, provide support as needed.
- Prepare a PayPal reconciliation excel document to record all PayPal payments received for registration into the CLGA sanctioned tournaments. Suggest to create a tab for master and then create three additional tabs to copy and paste from first tab for City Amateur, Senior Amateur and Junior Amateur / Junior Camp. Refer to the CLGA website for an example of a suggested PayPal reconciliation document.
- Beginning of March of each year create an invoice for each golf club organization for their applicable annual dues and the tournament of champion dues (\$50.00 per club). Refer to the CLGA website to obtain a copy of an invoice draft document. Update the excel document with the amounts billed to each club and send out all invoices by email to the club manager with a cc to the ladies president of the club. Send email reminders if payment is not received within 60 days of billing. The contact list of club managers and the ladies president can be found on the CLGA website. As payments are received update the excel document with the amount received, date payment received and date payment is deposited into bank account. Clubs who fail to pay timely will forfeit their rights to have ladies participate in any of the sanctioned activities and may also incur late payment penalties. Liaise with the Secretary for any assistance in managing this process.
- Once registration payments are being received through PayPal for the CLGA sanctioned tournaments these payments will need to be transferred from Paypal.ca into the TD bank account. Every week or so go into Palpal.ca, select Login and enter in the CLGA user id and password information (obtain this information from the Tournament Director) and follow process to transfer monies. If refunds need to be issued you can do this process through paypal.ca as well. If need direction on processes contact former treasurer or Tournament Director for assistance. Update the PayPal excel document with the monies received ensuring you capture the PayPal costs. For each tournament validate that the total monies received to date match with the number of entries on the CLGA website for that particular tournament. If not in line, contact Tournament Director or Web Master for direction.
- For all invoices for services rendered to the CLGA that are submitted requesting payment ensure the appropriate approval form has been completed with invoice submission. Refer to the CLGA website for this expense approval form. Issue the cheque and record the cheque information (nbr, date, amount) to the appropriate cost expense account (i.e. City Am, Senior Am, Riley's, Medalist, CLGA admin, etc.). All cheques will require two signatures from either the Secretary, Treasurer and / or President before sending out. Once invoice has been remitted on and entered into accounting records file the invoice and approval form in appropriate file folder. These records must be kept for future reference (6 years & older can be discarded). Invoices received from vendors should be billed to Calgary Ladies Golf Association. Invoices paid by a CLGA executive

or a Tournament committee member can be submitted direct to the treasurer with the approval form attached requesting reimbursement for payment made on behalf of the CLGA.

- Review the Treasurer job description and duties outlined and update this role on an ongoing basis when identified is required. Review, cull and update computer files, books, binders and position mandate prior to turning over to the new Treasurer. Responsible to assist with finding a replacement and the training of that replacement prior to the current treasurer's role term ending.

Paypal.ca process:

- To transfer monies once reconciled: Log In, Click Withdraw, Click Transfer to Bank, Enter amount to be transferred, Click continue, Review information, Click submit.
- To refund monies once advised to do so: Log in, Click My Account, Click History, Scroll through to find payment / person to refund to, Click details, Click issue refund, Enter amount to refund, Click continue, Review information, Click submit.
- To download history or to create report: Log in, Click History, Click download history, Enter in required dates, Select Comma delimited - all activity, Click download history, Click save (file type - all files) giving is an appropriate name and save to your computer. Once downloaded you can delete any columns not required. Suggest to keep Date, Time, Name, Gross, Fee, Net, From, Email and Balance. This downloaded document can then be sorted by date, payments, etc. This sorting by amount will be helpful to identify payments for City Amateur, Senior Amateur and Junior Amateur.

LEARNINGS FROM ROLE

- 1. Important to create a income and expense budget for the fiscal year based on the billings for annual dues and tournament of champions and expected expenses to ensure the dollars billed will exceed or be equal to the budgeted expenses for that year.
- 2. Use an accounting program that allows multiple financial income / loss statements so each of the events that are managed by the CLGA reflect their specific income and expenses and profit (loss). Have all this information feed up to a master financial income / loss statement for the CLGA spring and fall annual meetings.